

Warrant Officer Application Checklist

All documents should be single-sided copies and in the following order:

Name: _____

Board Packet (These copies should be clean and neat in appearance – they will make up your board packet being reviewed for your selection):

- ___ DA 61 (with HT/WT and APFT statement, signed as shown on the web site example)
- ___ Senior Warrant Officer Letter (Optional for some WOMOS)
- ___ Company Commander Letter of recommendation (or applicable Company Grade UCMJ authority)
- ___ Battalion Commander Letter of recommendation (or applicable Field Grade UCMJ authority)
- ___ Resume
- ___ ERB or equivalent document (used to verify DOB, GT, AFS, and ETS)
- ___ OMPF Hard Copies (Last three years of NCOERS and AERS in order newest to oldest)
- ___ College Transcript(s)
- ___ COPIES of Professional Certificates (Licenses or Certificates issued to Engineers, Mechanics etc...)
- ___ AFAST Results (153A applicants only)
- ___ DA Photo

Supporting Documents: (These documents are required to qualify your packet, but will not be reviewed by the board)

- ___ Security clearance (DO NOT SEND DA Form 873, minimum Interim Secret clearance required)
- ___ Physical Coversheet USAREC Form 1932 (Aviation - expires after 18 months, all others expire at 24 months. If waiver or exception to policy required, applicant needs to send complete physical. 153A applicants need to send DD 2808 with Stamp from USAAMC, Ft. Rucker)
- ___ DA Form 160-R enclosed (ensure that you sign it and block 9a is checked)
- ___ Remaining Hard Copy documents from OMPF not included on your ERB (awards, certificates)
- ___ Re-enlistment documents if ERB does not show 12 months remaining
- ___ Statement of understanding enclosed (a copy of this memo is on the web site)
- ___ Conditional Release enclosed if you are not an active duty Army applicant
- ___ English credit document if required (250N, 251A, 254A, 420A, 920A, 920B, 921A, 922A, 923A)
- ___ TABE score document if required (880A, 881A)
- ___ Body fat statement enclosed on DA 61 if required
- ___ Moral waiver request if required (as identified in blocks 26 on DA Form 61)
- ___ Age waiver request enclosed if required (max age is 33 for aviators, 36 for SF and 46 for all others)
- ___ Prerequisite waiver request enclosed if required (verify with MOS on web site)
- ___ AFS waiver request enclosed if required (12 years for all MOS)
- ___ APFT waiver request enclosed if required (must include Physical Profile and complete Physical with packet)
- ___ Checklist endorsed by PSB or S-1 NCO is acceptable (validating soldier is not flagged or barred)
- ___ Mail Completed Application to:

HEADQUARTERS US ARMY RECRUITING COMMAND
ATTN RCRO-SM-A
1307 THIRD AVENUE
FORT KNOX KY 40121-2725

This section to be completed and authenticated by PSD/MPD personnel or the Battalion S-1.

I certify that service member is not flagged and is eligible to apply for this program.

REVIEWER (printed name and title): _____
SIGNATURE: _____ DATE: _____
DSN PHONE #: _____ COMM PHONE #: _____
EMAIL: _____

Packets can also be sent via Digital Sender to NewWarrantPackets@usarec.army.mil
Please follow up with the recruiting team to verify your packet was received.